



410 Roy Drive
Ashville, Alabama 35953
(205) 594-7131

Mike Howard
SUPERINTENDENT

Scott Suttle
PRESIDENT

INVITATION TO BID #21/22-08

March 3, 2021

The St. Clair County Board of Education invites you to bid on Summer Floor Refinishing & Carpet Cleaning at select schools and properties within the school district.

The bidder shall complete a thorough inspection and be familiar with the floors to be refinished and carpets cleaned. For specific information and/or to set up a time for a school walk through, please contact each school principal. Any questions regarding the scope of work shall be directed to Jeremy Mitchell, Operations Director by email at jeremyw.mitchell@sccboe.org or by phone at 205-594-2061.

The contract will begin June 1, 2021 upon Board approval. Prices should be good for the length of the contract. This contract is renewable for up to four additional years. Renewal will require signatures of both parties.

- The bid will be awarded to the lowest bidder meeting specifications. In the event the lowest bidder refuses to accept the entire requirements without deviation, the bid may be awarded to the next lowest bidder. The St. Clair County Board of Education maintains the right to terminate this agreement if the successful bidder breaches any material term or condition of this agreement and fails to cure such breach in a reasonable amount of time.
- All proposals must be signed by officials of the corporation or company duly authorized to sign bids. Any bid submitted without being signed may be automatically rejected. All corrections shall be initialed and dated by the person authorized to sign bids. All bid shall be written in ink on the forms contained in this bid packet.
- The St. Clair County Board of Education reserves the right to reject any and/or all bids.
- The bid is all inclusive or may be awarded separately by school and property.
- All bids envelopes must be sealed and marked with the following in the lower left corner: **Bid #, Name of the Bid, Opening Time & Date, and Company Name**. Late Bids will not be opened.
- Bids may be disqualified before the awarding of the contract for failure to mark envelope as required, failure to include requested information or other details of the bid, and excessive errors.
- Award of Bid cannot be assigned or subcontracted out to any contractor(s).
- Termination shall become effective by delivery to contractor of written notice of termination upon which date the termination shall become effective.



- Your Bid must include a Certificate of Insurance (in the minimum amount of \$1,000,000) and a Workers Compensation Certificate.
- Bid Results will be posted at www.sccboe.org → Services → Facilities & Maintenance

Scope of Work

- All materials, labor, and equipment must be furnished by the successful bidder.
- Unless agreed upon by both the Operations Director and the successful bidder, all work for schools must be completed by **July 30, 2021**.
- Unless agreed upon by both the Operations Director and the successful bidder, all work for cafeterias must be completed by **July 30, 2021**.

Summer Full Service (Including Floor Refinishing and Carpet Cleaning)

- All classrooms, administrative offices, bathrooms, libraries, band classrooms, cafeteria and hallways where applicable should be stripped and waxed.
- Floors are to be stripped with non-ammoniated stripper using an automatic scrubber and/or a rotary machine.
- All furniture and equipment shall be moved/replaced back to its original location (center of the classroom) or placed back in correct office space.
- A minimum of five coats of a 20% or higher commercial grade/polishing floor finish should be applied.
- Floors should be buffed to a high resilient shine before completion of each school project.
- Non-skid wax must be used in all science labs at each water-bearing workstation.
- All carpet should be cleaned with commercial grade equipment and shampoos. Heavily stained areas should be pretreated prior to general cleaning.

Locations for Summer Full Service (Including Floor Refinishing and Carpet Cleaning)

Ashville Elementary School	33225 US Hwy 231 Ashville, AL 35953	205-594-5242
Ashville Middle School	33221 US 231 Ashville, AL 35953	205-594-7044
Ashville High School	33215 US Hwy 231 Ashville, AL 35953	205-594-7943
Odenville Elementary School	420 Alabama St Odenville, AL 35120	205-629-6406
Odenville Intermediate School	300 Burgess Dr Odenville, AL 35120	205-629-2246
Ragland Elementary & High	1060 Main St Ragland, AL 35131	205-472-2123



Springville Elementary School	75 Wilson St Springville, AL 35146	205-467-6550
Springville High School	8295 US Hwy 11 Springville, AL 35146	205-467-7833

Cafeteria Floor Waxing

- Floors are to be stripped with non-ammoniated stripper using an automatic scrubber and/or a rotary machine.
- All furniture and equipment shall be moved/replaced back to its original location.
- A minimum of five coats of a 20% or higher commercial grade/polishing floor finish should be applied.
- Floors should be buffed to a high resilient shine before completion of each school project.

Locations for Cafeteria Floor Waxing

Ashville High School	33215 US Hwy 231 Ashville, AL 35953	205-594-7943
Odenville Elementary School	420 Alabama St Odenville, AL 35120	205-629-6406
Ragland High School	1060 Main St Ragland, AL 35131	205-472-2123
Springville High School	8295 US Hwy 11 Springville, AL 35146	205-467-7833

Background Check of Employees

- Any employee working at the school, who may have access to students, must provide a clear background check to the St. Clair County Board of Education.
- The type, frequency, and extent of the background check will be subject to specifications of the St. Clair County Board of Education.

Payments

- Invoices for work completed shall be presented to the building principal or designee at each school for approval of completed services.
- If the services are deemed satisfactory then the principal or designee will indicate such by his/her signature on the invoice.
- The vendor will then submit the signed invoice to the Accounts Payable office.
- Invoices are generally paid within two weeks of receipt.

Contractor's Responsibilities

- Licenses: The contractor shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the contractor.
- Safety Standards: The contractor shall comply with all current applicable Occupational Safety and Health Standards.



- **Performance Interference:** The contractor shall notify the Operations Director immediately of any occurrence of conditions that interfere with the full performance of the contract and confirm it in writing within 24 hours.

Non-discrimination

The St. Clair County Board of Education provides equal opportunities for all business and does not discriminate against any vendor regardless of race, color, creed, sex, national origin, gender, or disability in consideration for an award.

Each bidder must include the following items with the bid:

- Bid Quote Page**
- Non-Collusion Affidavit**
- Proof of Insurance Policy**

The successful bidder must provide the following within two weeks of being awarded the bid:

- E-Verify Memorandum of Understanding**
- W-9**
- Sign a contract with the conditions set forth in the bid**



BID QUOTE PAGE

Bid #21/22-08
 Summer Floor Refinishing & Carpet Cleaning Bid

Bid Opening Date: March 10, 2021 at 10:00 A.M.

Location: St. Clair County Board of Education Annex
 175 College St
 Odenville, AL 35120

NAME OF COMPANY: _____

ADDRESS: _____

PHONE: _____ FAX: _____

SIGNATURE: _____

Summer Full Service (Floor Refinishing & Carpet Cleaning)	Amount of Bid
Ashville Elementary School	
Ashville Middle School	
Ashville High School	
Odenville Elementary School	
Odenville Intermediate School	
Ragland Elementary & High School	



Springville Elementary School	
Springville High School	

Cafeteria Floor Waxing	Amount of Bid
Ashville High School	
Odenville Elementary School	
Ragland High School	
Springville High School	



NON-COLLUSION AFFIDAVIT

I state that I am of _____ of _____
(Title) (Name of Firm)

and that I am authorized to make this AFFIDAVIT on behalf of my firm, and its owners, directors, and officers.
I am the person responsible in my firm for the price(s) and the amount of this proposal.

I state that:

(1) The budgets shown in this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, responder, or potential responder to this Request for Proposal (RFP) or Invitation to Bid (ITB).

(2) Neither the price(s) nor the amount of the proposal, and neither the approximate budgets nor approximate amounts in this proposal, have been disclosed to any other firm or person who is a responder or potential responder to this RFP/ITB, and they will not be disclosed before the proposal opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from responding to this RFP/ITB, or to induce them to submit a budget that is higher than the budget in this proposal, or to submit any intentionally high or noncompetitive proposal or other form of non-responsive proposal.

(4) The proposal and budget prepared by my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

(5) _____ its affiliated, subsidiaries, officers, directors, and
(Name of Firm)

employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract.

I state that _____ understands and acknowledges that the
(Name of Firm)

above representations are material and important and will be relied on by the St. Clair County Board of Education (SCCBOE) in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from SCCBOE of the true facts relating to the submission of proposals for this contract.

Signature

Printed Name

Date